

# Beginner's Computer Class



**KEENE MEMORIAL LIBRARY**

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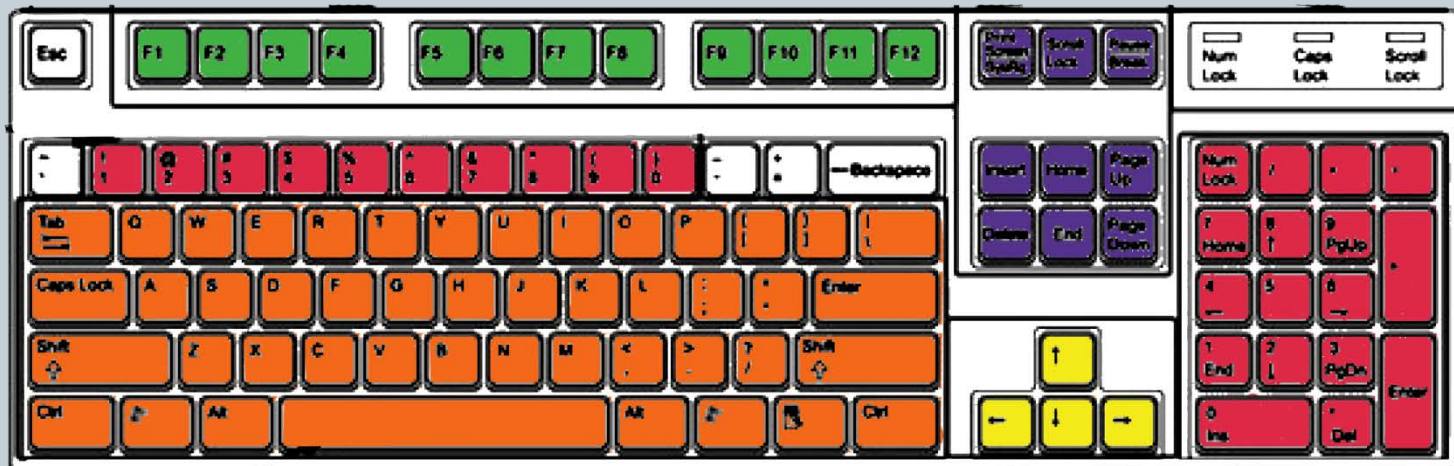
# The Basics



## Turning a Computer On or Off?

- Power Button located on the Tower
  - Turns the computer on
- Turn the Monitor on
- To turn a Computer off –
  - Go to Start menu
  - Select “shut down”
  - Can also hold down power button on the tower, but not recommended as you will lose anything unsaved and it doesn't shut down properly.
    - ✦ Only use when computer freezes up and no other option available
    - ✦ When shut down this way, the computer doesn't have time to properly save settings, changes, and close programs. There is a possibility that data might be lost.

# The Basics



-  Function Keys
-  Normal Keys
-  Special Keys
-  Direction Keys
-  Numeric Keypad
-  Numeric Keys

# The Basics



## Keyboard

- The keyboard is used to type information into the computer
- The keyboard is similar in appearance to a typewriter
- Aside from the letters and numbers on the keyboard, there are a few other important keys:
  - Handout of Keyboard Keys
    - Enter or Return keys
    - Tab key- used to create indents when typing, can also navigate with
    - Backspace key (Delete)- used to delete errors when typing
    - Shift key – used in combination with other keys (Capital letters, punctuation, symbols)
    - Caps Lock key – locks letters into capital letters so that any letters you type would be in CAPITALS
    - Num Lock key

# Operating the Mouse



- **There are two buttons: a left button and a right button**
  - A single click of the left mouse button selects an item
  - Double clicking (two quick clicks) will open a window or application
  - Right clicking an item opens a Menu that has common shortcuts and options for the file or program

# The Desktop



- This is where icons for programs, the start menu, and other highly used functions reside.
- Think of your computer desktop as just that: the top of a desk where you would keep the items you use the most while working.
- The desktop is a space that can be customized to fit your needs (icons or to open frequently used programs can be added for ease of use).
- You can add shortcuts to programs that you use often for easy access.

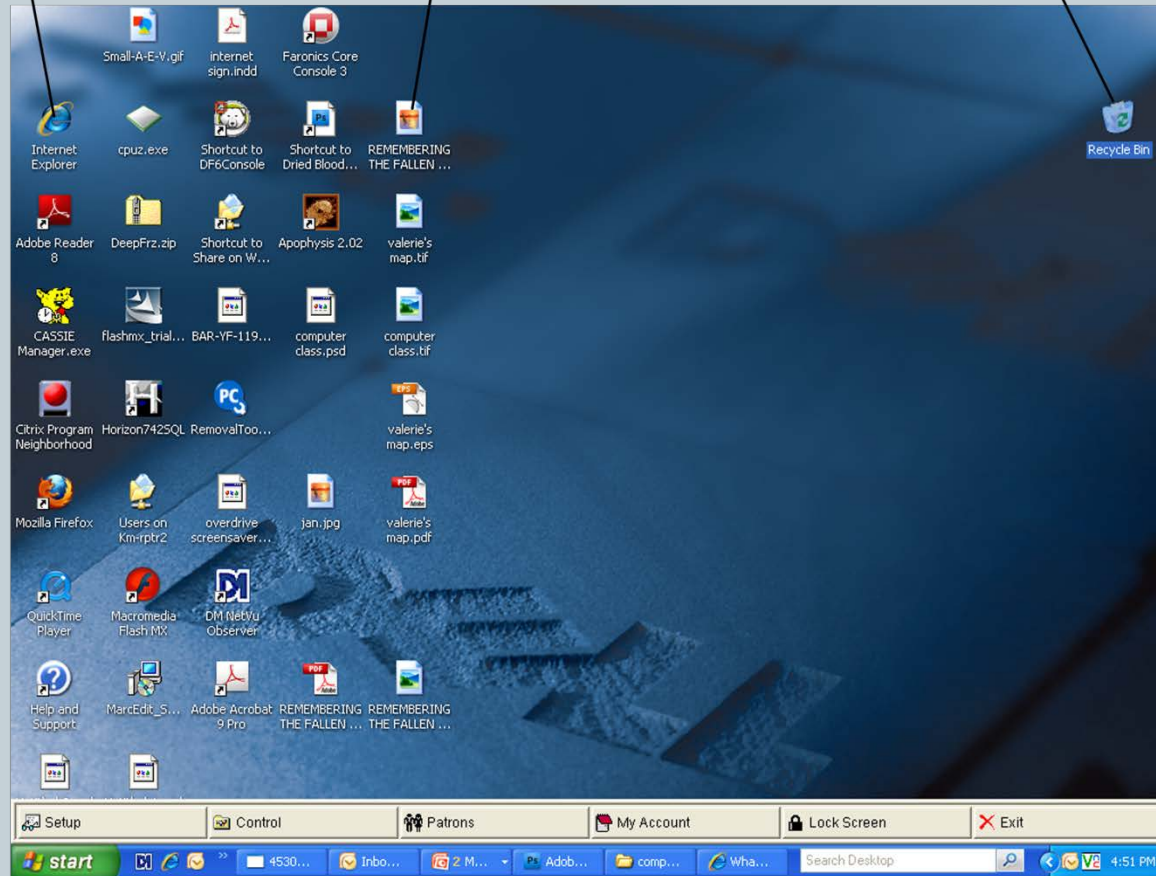
# The Desktop



Shortcut

Icon

Recycle Bin



# The Desktop



- A desktop can be personalized to fit your needs
- You can customize the theme of your desktop by adding an image or pattern of your choice.
- The bar across the bottom is called the Status Bar. This shows the user what programs are being used.

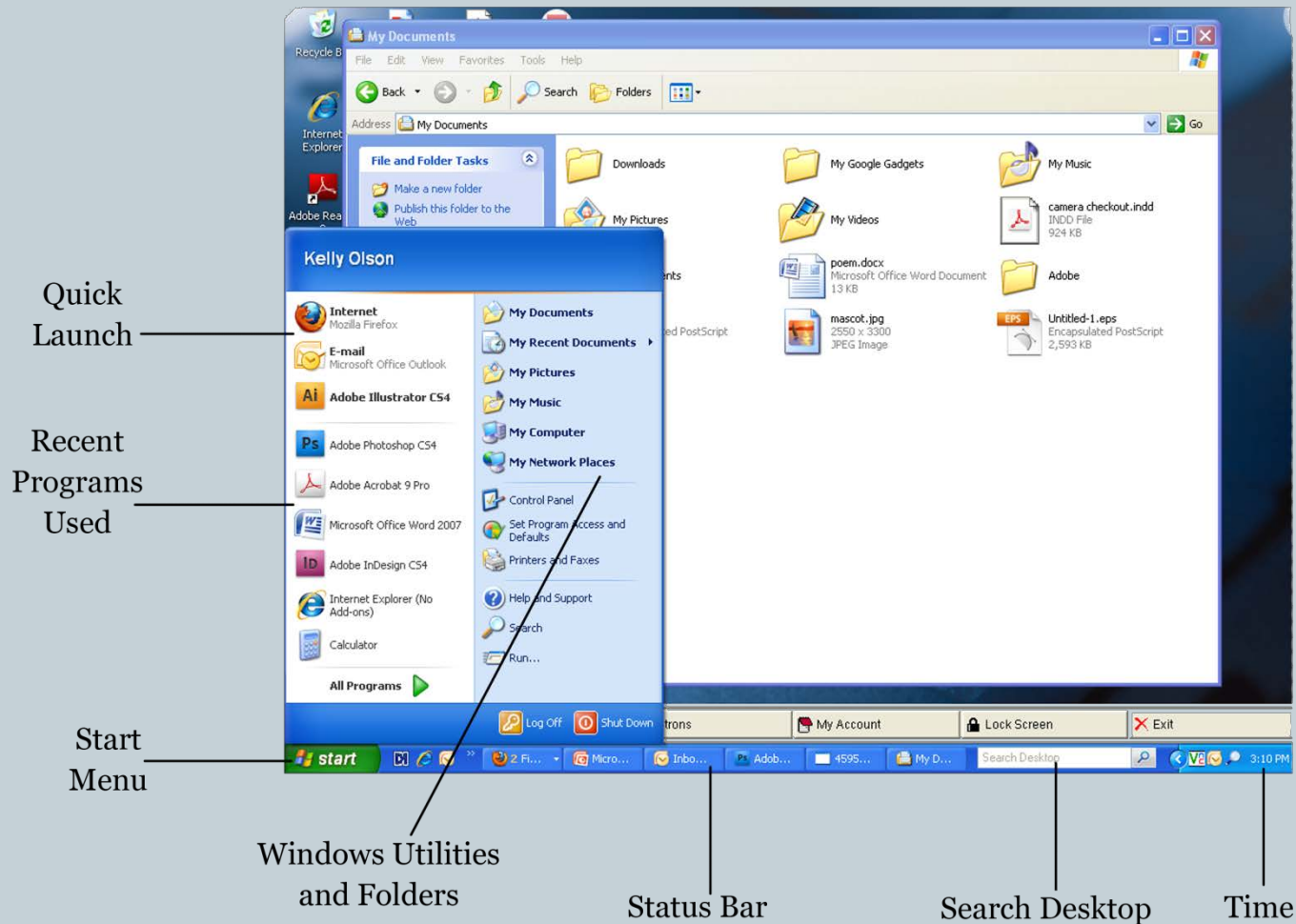


# The Desktop



- Shortcuts are files that access files that are stored on your hard drive (C:). Clicking them opens the file or program just the same as clicking on the actual file.
- Icons are small pictures that represent a program.
- You can move the icons and shortcuts and rearrange them how you would like it
- The icon called “Recycle Bin” is the file that holds your deleted files. You can open it, and then delete the files in there, or restore the files to be used again. It serves as a “double-check” when deleting files, but not all files will go there.

# The Desktop and Start Menu



# Start Menu



- Located in the lower left hand corner
- Where you access basically every function and program on the computer
- Point and left click on the Start Menu (can also be open by hitting the Windows key)
  - A display of the most recently used programs will appear
  - To view other programs available, left click on the words “All Programs”.

# Start Menu



- **Setup of Start Menu**
  - Right side is a list of recently used programs
    - ✦ Most used programs can be added to top permanently
    - ✦ Bottom right side is where to go to All Programs
      - List of software that is installed on computer
      - Becomes highlighted when new programs are installed
  - Left side is list of common folders and quick access to computer settings
  - Bottom Left side is for Utilities

# My Computer



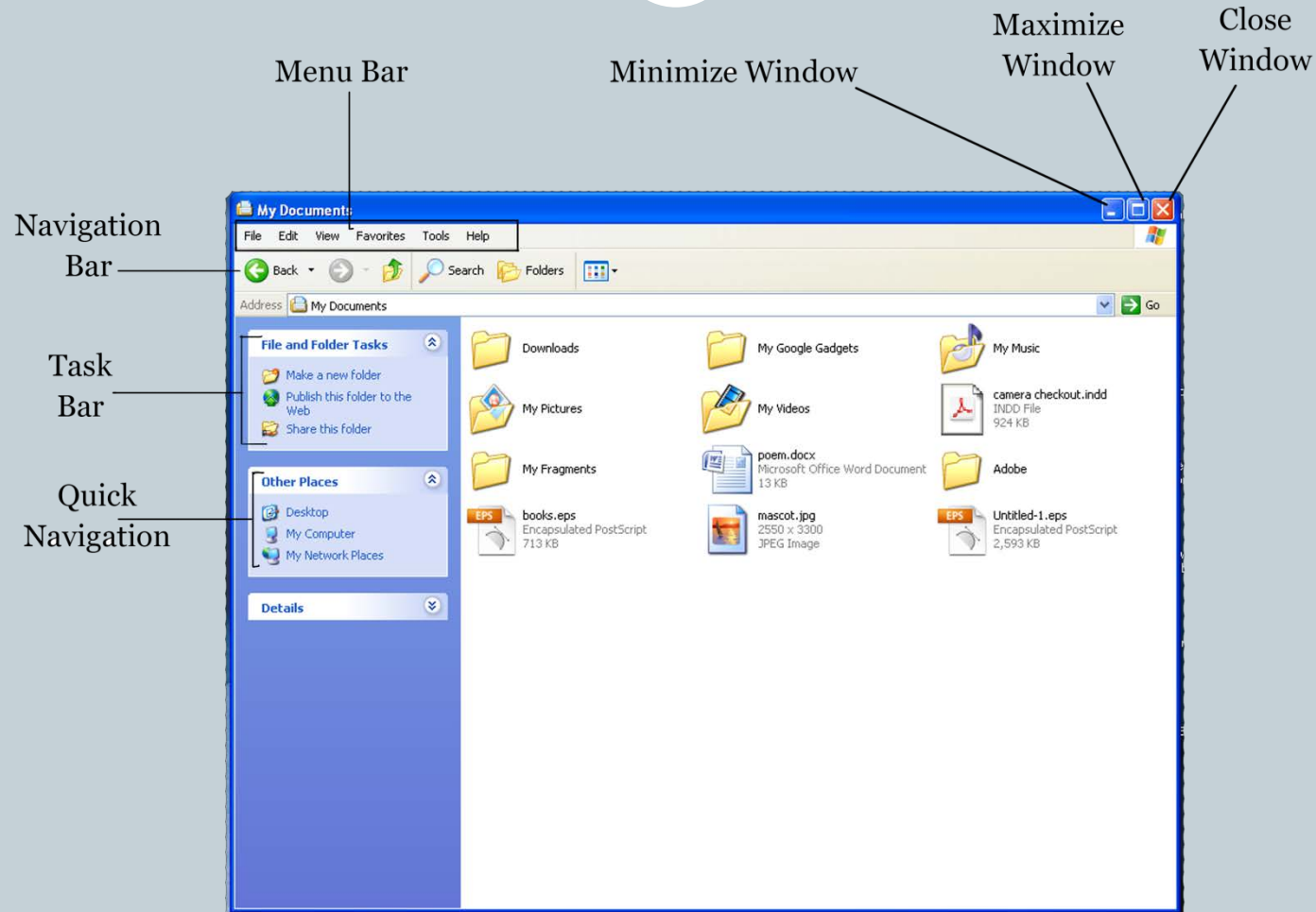
- **Lists your computer's devices and drives**
  - (C:) Drive is usually your hard drive and is where most software is installed or saved
  - Devices with Removable Storage are usually your CD/DVD drive, floppy drive, and USB flash drive.
    - ✦ The assigned letter can change
  - Shows other hardware that is installed and ready to use
    - ✦ Printers, Digital Cameras, etc.

# Control Panel



- Used to manage most of your settings
- This is where you have the options to change settings for your computer
  - For example
    - ✦ The appearance of the desktop
    - ✦ Adding or removing programs
    - ✦ Network connections
- Each Category is set-up for specific functions for you to change to your preference
  - Appearance, User Accounts, Audio Devices, Network Connections

# The Window



# The Window



- There are three buttons on the top right of the window.
  - The ( \_ ) sign is to minimize the window, which keeps it open but “closes” it to the task bar.
  - The middle sign can be used to expand, or “maximize”, the window to fill your screen
    - ✦ Or you can reduce it to a window if already maximized
  - The red box with the “X” is used to close the window, or can also close the program if you have one open.



# The Window



- **The Window is made up of certain parts that are common:**
  - Menu Bar is a horizontal menu that appears at the top, each option is associated with a pull-down menu
    - ✦ Pull-down menu (drop-down) is a menu of commands or options when you select an item at the top of your display screen or window
  - Navigation Bar is buttons that allow quick navigation through files and folders
  - Task Bar is an application that allows you to perform common tasks within a window
    - ✦ Creating folders, copying, deleting, moving
  - Quick Navigation bar is for switching through common folders and settings on your computer

# The Pull-Down Menu



- Pull-down menu (drop-down) is a menu of commands or options when you select an item at the top of your display screen or window
  - Offers variety of options from file management, to editing files or programs, viewing options, and help options
  - Often there are a variety of shortcuts using the keyboard that use the same commands as those in pull-down menus
    - ✦ Copy, Paste, Cut, Move, Delete are just some of the commands that have keyboard shortcuts that, once known, are easier and quicker than using the pull-down menu

# Files and Folders



- **A file is a collection of digital data.**
  - It has an unique name, defined by a structure that exists , and must be followed for Windows to understand
  - Must contain two parts separated by a period (.)
    - ✦ The file name
    - ✦ The extension (example: .doc; .ext; .jpg)
- **A folder can contain files and additional folders**
  - The exact location of a file is called its path
    - ✦ Example: C:\Documents and Settings\olson\My Documents
    - ✦ This would be the path to access My Documents folder on my computer
  - It is important to understand the path of a folder in case you would like to delete, copy or move folders

# Files and Folders



- A folder within another folder is called a sub-folder.
  - Subfolders contain more files
  - A way of keeping files together and organized
    - ✦ Example: Photos of grandchildren, subfolders are of dates or events
- You can change the way you view the files within a folder
  - Click on the View button in the Menu Bar
    - ✦ A drop down menu shows different options: Thumbnails, Tiles, Icons, List, Details
    - ✦ Icon and Thumbnail views are good for graphic files, Details is good when looking for files by date or size

# Files and Folders



- You can sort your files and folders in a number of ways
  - Name, Date Modified, Type, Size or Tags
  - You can also group files in your folders which make it easier to identify. You can sort them by date, and then group them, or by size or file type.
    - ✦ To do this, right click anywhere in the window and select Group By and choose how you would like to group the files
- To Navigate through your folders, you can use the Navigation Bar

# Introduction to the Internet



- The internet is a wonderful and fast way to get information (using the internet is often referred to as “surfing the net”)
- It’s a global network that connects millions of computers to exchange data, news and opinions.
- Some things to know about
  - Modem – converts analog data to digital data and vice versa through a phone line.
  - ISP – Internet Service Provider – refers to a company that provides Internet service for a fee, and usually send you the software needed.

# Introduction to the Internet



- **Some things to know about**
  - Router – a device that forwards data packets along networks.
  - LAN – Local Area Network
  - Wireless Network Card – enables you to share files, printers, or other network resources and internet access
    - ✦ Public Network – Wifi Spots – allows the public to connect to the internet through their network
    - ✦ Private or Secure Network – is a network that is password protected, and you cannot gain access to it unless you have the password.
    - ✦ Phone companies are now offering these that create WiFi spots for your computer using a USB adapter

# Introduction to the Internet



- **There are many different ways to connect to the internet:**
  - Dial-up access – using a modem connected to your PC, you connect to the internet by dialing a phone number. Usually a slow method of connecting and the connection is not always good.
  - DSL – also called an “always on” connection. It uses existing 2-wire copper telephone line and does not tie up your phone line. There is no need to dial a connection and is always connected.
  - Cable (Broadband) – by use of a cable modem that operates using cable TV lines. Much faster and can achieve faster results.

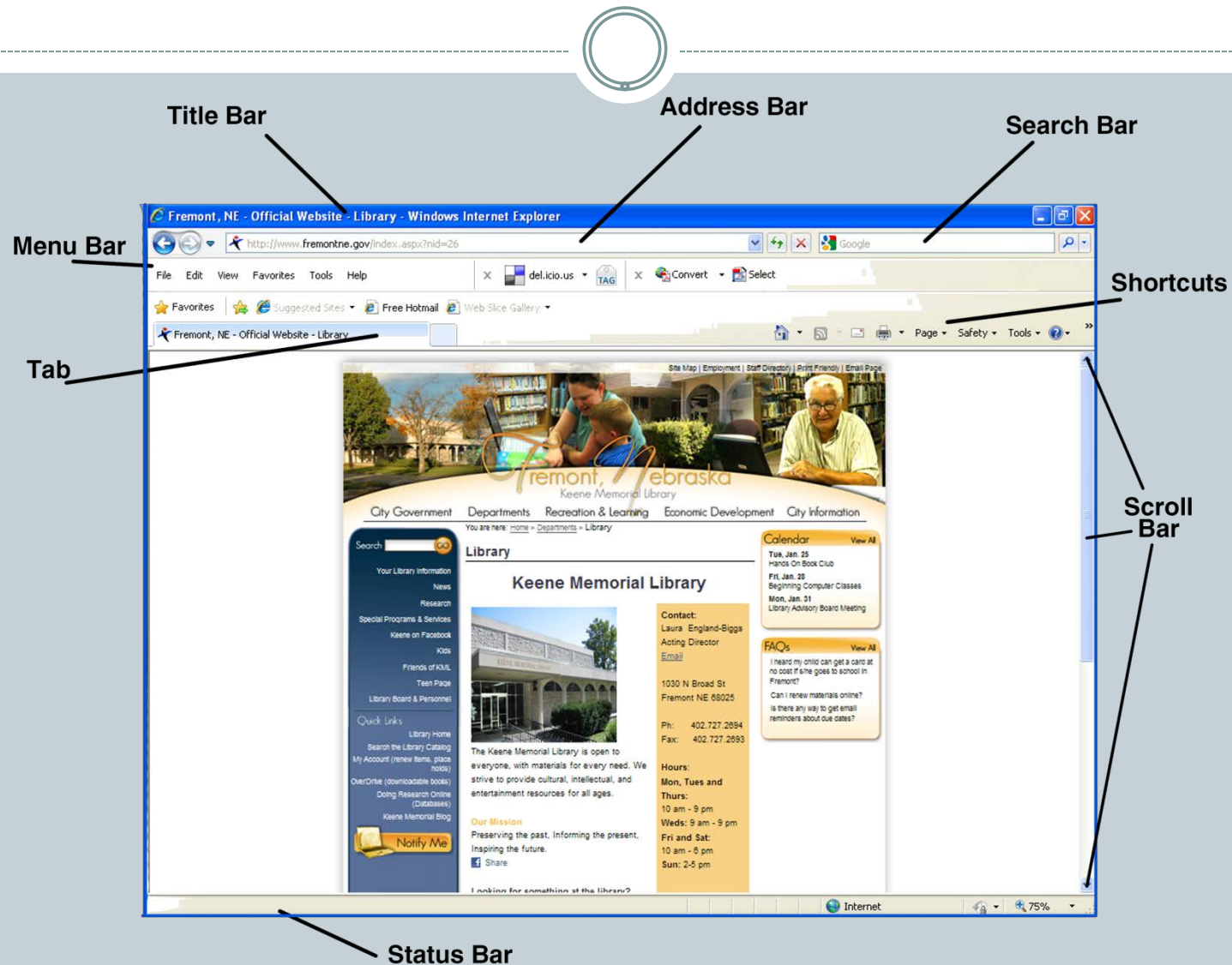


# Introduction to the Internet



- **ways to connect to the internet:**
  - **Wireless (WiFi)** – Instead of telephone or cable lines, you use radio frequency bands through a LAN adapter (card) that allows access to the internet. You can pay to have this in your home or use a public WiFi spot that are becoming popular.
    - ✦ Laptops most commonly come with a LAN card installed in them, but you can also buy a USB adapter to use if you don't have one.
  - There are others that are available, but these are the ones most popular and available for the public.

# Introduction to the Internet



# Welcome to the Internet – Browsers



- A Browser is the software that reads the html code used on the internet, and displays the information so that you can view it.
  - Explorer, Firefox, and Safari are just a few examples
- Most major web browsers have these elements in common, these are found in the Menu Bar
  - Back and Forward buttons
  - History list, showing the previously viewed websites
  - Refresh, or Reload, that reloads current page
  - Home button, that returns to user's home page

# Welcome to the Internet



- Sometimes you have little icons added onto your browser, and these work as shortcuts to websites
- There is also a Menu Bar, that has drop down menus that have different features that you can use:
  - Under the File Menu, you can open new windows, new tabs, print, and others
  - Each Menu item has different options.

# Introduction to the Internet



- **The anatomy of a Web Address**
- **Example: `http://www.fremontne.gov/library`**
  - `http`: the computer language in order to retrieve this file
  - `www`: the name of the host computer – world wide web
  - `fremontne`: the second-level domain – specifies the correct address
  - `gov`: the top level domain (handout)
  - `library`: a directory, or file containing Web pages – like sub folders.

# Introduction to the Internet



Fremont, NE - Official Website - Library - Windows Internet Explorer

http://www.fremontne.gov/index.aspx?nid=26

File Edit View Favorites Tools Help

del.icio.us TAG Convert Select

Favorites

Fremont, NE - Official Website - Library

Site Map | Employment | Staff Directory | Print Friendly | Email Page

remont, Nebraska  
Keene Memorial Library

City Government Departments Recreation & Learning Economic Development City Information

You are here: Home > Departments > Library

Library

Search

Your Library Information

- News
- Research
- Special Programs & Services
- Keene on Facebook
- Kids
- Friends of KML
- Teen Page
- Library Board & Personnel

Quick Links

- Library Home
- Search the Library Catalog
- My Account (renew items, place holds)
- OverDrive (downloadable books)
- Doing Research Online (databases)
- Keene Memorial Blog

Notify Me

Friends Board

Friends Newsletter

Meetings of the Friends

Lemonade on the Lawn 2009

Dessert in the Stacks 2009

Annual Book Sale

The Keene Memorial Library is open to everyone, with materials for every need. We strive to provide cultural, intellectual, and entertainment resources for all ages.

Our Mission

Preserving the past, Informing the present, Inspiring the future.

Share

Looking for something at the library?

Calendar

View All

- Tue, Jan. 25  
Hands On Book Club
- Fri, Jan. 28  
Beginning Computer Classes
- Mon, Jan. 31  
Library Advisory Board Meeting

FAQs

View All

I heard my child can get a card at no cost if s/he goes to school in Fremont?

Can I renew materials online?

Is there any way to get email reminders about due dates?

Contact:

Laura England-Biggs  
Acting Director

Email

1030 N Broad St  
Fremont NE 68025

Ph: 402.727.2694  
Fax: 402.727.2693

Hours:

Mon, Tues and Thurs:  
10 am - 9 pm

Weds: 9 am - 9 pm

Fri and Sat:  
10 am - 6 pm

Sun: 2-5 pm

http://www.fremontne.gov/index.aspx?NID=368

Internet 75%

# Welcome to the Internet (cont.)



- The web site that comes up first is the “home page”. (your homepage can be whatever you want it to be)
- To learn how to “navigate” a website, we will be using the library’s web site.
- On the right hand side of the web page you will find a scroll bar. To view the lower part of the page you will use the scroll bar.

# Welcome to the Internet (cont.)



- Now take your mouse and move around the page, you will see that in some places, the mouse changes shape from an arrow to a hand. This indicated that the word or picture you moved over is a link. A link will take you to a different page on the website or to a different web site altogether.
- Left click once on one of the links you moved over, a new web page will come up.



# Welcome to the Internet – Search Engines



- **Search Engines are online services that help you find specific web pages by using key words**
  - The more specific you are with your key words, the better the chance of finding the webpage
- **There is no perfect search engine, and they all work the same**
  - Google, Ask, Bing, Yahoo, Ask Jeeves are all examples of search engines
- **Most browsers include search engines in the upper right side of the window. They can be modified to your preference.**
  - As you type in a search engine, it will offer suggestions based on what you are typing to help your search.